

<b>Course Name</b>	<b>Category</b>
Balanced Scorecard Basics	BUS
Basic Business Management: Boot Camp	BUS
Building a Consulting Business	BUS
Building an Online Business	BUS
Business Process Management	BUS
Continuous Improvement with Lean	BUS
Encouraging Sustainability and Social Responsibility in Business	BUS
Entrepreneurship 101	BUS
Global Business Strategies	BUS
Goal Setting	BUS
Inventory Management: The Nuts and Bolts	BUS
Kickstarting Your Business with Crowdsourcing	BUS
Knowledge Management	BUS
Logistics and Supply Chain Management	BUS
Purchasing and Procurement Basics	BUS
Strategic Planning	BUS
Writing A Business Plan	BUS
Active Listening	COM
Advanced Writing Skills	COM
Anger Management: Understanding Anger	COM
Body Language: Reading Body Language As A Sales Tool	COM
Building Self Esteem and Assertiveness Skills	COM
Business Writing That Works	COM
Communication Strategies	COM
Communications for Small Business Owners	COM
Conflict Resolution: Dealing with Difficult People	COM
Conflict Resolution: Getting Along in the Workplace	COM
Conquering Your Fear of Speaking in Public	COM
Emotional Intelligence	COM
Dispute Resolution: Mediation through Peer Review	COM
Giving Effective Feedback	COM
Influence and Persuasion	COM
NLP: An Introduction to Neuro Linguistic Programming	COM
Managing Difficult Conversations	COM
Managing Pressure and Maintaining Balance	COM
Managing the Virtual Workplace	COM
Meeting Management: The Art of Making Meetings Work	COM
NLP: Tools For Real Life	COM
Public Relations (PR)	COM

Public Speaking: Presentation Survival School	COM
Public Speaking: Speaking Under Pressure	COM
Skype for Business	COM
Stress Management	COM
Workplace Violence: How to Manage Anger and Violence in the Workplace	COM
Writing Reports and Proposals	COM
Creating a Dynamite Job Portfolio	DEV
Critical Thinking	DEV
Developing Your Executive Presence	DEV
Effective Planning And Scheduling	DEV
Getting Stuff Done: Personal Development Boot Camp	DEV
Getting Your Job Search Started	DEV
Intrapreneurship	DEV
Networking for Success	DEV
Personal Brand	DEV
Problem Solving and Decision Making	DEV
Self Leadership	DEV
Skills for the Administrative Assistant	DEV
The Minute Taker's Workshop	DEV
Time Management: Get Organized for Peak Performance	DEV
Working Smarter: Using Technology to your Advantage	DEV
Accounting Skills for the New Supervisor	FIN
Budgets and Managing Money	FIN
Risk Management	FIN
Business Ethics For The Office	GOV
Disability Awareness: Working with People with Disabilities	GOV
Diversity Training: Celebrating Diversity in the Workplace	GOV
Environmental Sustainability: A Practical Approach to Greening Your Organization	GOV
Bullying in the Workplace	HR
Business Succession Planning: Developing and Maintaining a Succession Plan	HR
Conducting Effective Performance Reviews	HR
Creating a Top Notch Talent Program	HR
Developing a High Reliability Organization	HR
Employee Accountability	HR
Generation Gap: Closing the Generation Gap in the Workplace	HR
Hiring for Success: Behavioral Interviewing Techniques	HR
Human Resources Training: Training HR for the Non HR Manager	HR
Mastering the Interview	HR
Onboarding - The Essential Rules for a Successful Onboarding Program	HR
Performance Management: Managing Employee Performance	HR

Workplace Harassment: What It is and What to Do About It	HR
Creating a Workplace Wellness Program	HR
Creative Thinking And Innovation	INNO
Building Better Teams	LEAD
Business Leadership: Becoming Management Material	LEAD
Change Management: Change and How to Deal With It	LEAD
Coaching and Mentoring	LEAD
Conversational Leadership	LEAD
Crisis Management	LEAD
Delegation: The Art of Delegating Effectively	LEAD
Leadership Skills for Supervisors: Communication, Coaching and Conflict	LEAD
Managing Across Cultures	LEAD
Motivation Training: Motivating Your Workforce	LEAD
Team Building: Developing High Performance Teams	LEAD
The ABCs of Supervising Others	LEAD
The Professional Supervisor	LEAD
Tough Topics: Talking To Employees About Personal Hygiene	LEAD
Basic Internet Marketing	MKTG
Creating and Managing Your Corporate Brand	MKTG
Building a Brand on Social Media	MKTG
Conducting Accurate Internet Research	MKTG
Creating A Google AdWords Campaign	MKTG
Introduction to E-Mail Marketing	MKTG
Marketing And Sales	MKTG
Marketing for Small Businesses	MKTG
Marketing with Social Media	MKTG
Research Skills	MKTG
Social Selling for Small Businesses	MKTG
Telemarketing: Using the Telephone as a Sales Tool	MKTG
Writing for the Web	MKTG
Conference and Event Management	ORG
Advanced Project Management	PROJ
Intermediate Project Management	PROJ
Lean Process Improvement	PROJ
Process Improvement with Gap Analysis	PROJ
Project Management Fundamentals	PROJ
Project Management Training: Understanding Project Management	PROJ
Building Relationships for Success in Sales	SALES
Business Etiquette: Gaining that Extra Edge	SALES
CRM - Introduction To Customer Relationships	SALES

Call Center Training: Sales and Customer Service Training for Call Center Agents	SALES
Creating Winning Proposals	SALES
Customer Service: Critical Elements of Customer Service	SALES
Customer Service Training: Managing Customer Service	SALES
Dynamite Sales Presentations	SALES
E-Commerce Management	SALES
Negotiating for Results	SALES
Overcoming Objections to Nail the Sale	SALES
Prospecting for Leads like a Pro	SALES
Selling Smarter	SALES
Essentials of B2B Sales	SALES
Value Selling	SALES
Principled Negotiation	SALES
Essentials of Distributor Management	SALES
Train the Trainer	TRA
Developing Training Content	TRA
Advanced Skills for the Practical Trainer	TRA
Developing Your Training Program	TRA
Developing a Training Needs Analysis	TRA
Facilitation Skills	TRA
Making Training Stick	TRA
Measuring Training Results	TRA
Survival Skills for the New Trainer	TRA
The Practical Trainer	TRA
Training with Visual Storytelling	TRA
Using Activities to Make Training Fun	TRA